

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Form – Staff File Records Inspection Items

Center Name: _____ **Date:** ____/____/____ **Licensing Specialist(s):** _____

General Staff Records	S-	S-	S-	S-	S-	S-	S-	S-	Level
Name									X
Start Date									X
Position									X
Age									X
195. Does the center have the following records for each staff file reviewed: Results of initial TB screening and any accompanying documentation, as required in 100-16(11), (12) & (14). 100-9(1)(i)(ii)									3
196. Approved initial "CBS/MIS Consent and Release of Liability for Child Care" form as required in 6-5(1) and (3) for new employees as of 12/30/06. 100-9(1)(i)(iii)									1
197. The most recent "Disclosure Statement" for a criminal background check, if the employee has worked at the facility since the last license renewal. 100-9(1)(i)(iv)									2
198. Documentation of first aid certification as required in 100-9(1)(i)(viii).									3
199. Documentation of CPR certification as required in 100-9(1)(i)(viii).									3
Orientation Training Documentation	S-	S-	S-	S-	S-	S-	S-	S-	Level
200. Documentation of orientation training for all new caregivers, including the following topics: Job description and duties. 100-9(1)(i)(vi) and 100-7(7)(a)									3
201. The center's written policies and procedures. 100-9(1)(i)(vi) and 100-7(7)(b)									3
202. The center's emergency and disaster plan. 100-9(1)(i)(vi) and 100-7(7)(c)									2
203. Child care licensing rules for: Supervision and Ratios. 100-9(1)(i)(vi) and 100-7(7)(d)(i)									2
204. Injury Prevention. 100-9(1)(i)(vi) and 100-7(7)(d)(ii)									2
205. Parent Notification and Child Security. 100-9(1)(i)(vi) and 100-7(7)(d)(iii)									2
206. Child Health. 100-9(1)(i)(vi) and 100-7(7)(d)(iv)									2
207. Child Nutrition. 100-9(1)(i)(vi) and 100-7(7)(d)(v)									3

208. Infection Control. 100-9(1)(i)(vi) and 100-7(7)(d)(vi)									2
209. Medications. 100-9(1)(i)(vi) and 100-7(7)(d)(vii)									2
210. Napping. 100-9(1)(i)(vi) and 100-7(7)(d)(viii)									2
211. Child Discipline. 100-9(1)(i)(vi) and 100-7(7)(d)(ix)									2
212. Activities. 100-9(1)(i)(vi) and 100-7(7)(d)(x)									3
213. Transportation, if the center provides transportation. 100-9(1)(i)(vi) and 100-7(7)(d)(xi)									2
214. Animals, if the center permits animals. 100-9(1)(i)(vi) and 100-7(7)(d)(xii)									3
215. Diapering, if the center diapers children. 100-9(1)(i)(vi) and 100-7(7)(d)(xiii)									2
216. Infant and Toddler Care, if the center cares for infants or toddlers. 100-9(1)(i)(vi) and 100-7(7)(d)(xiv)									2
217. Introduction and orientation to the children assigned to the caregiver. 100-9(1)(i)(vi) and 100-7(7)(e)									2
218. A review of the information in the health assessment for each child in their assigned group. 100-9(1)(i)(vi) and 100-7(7)(f)									2
219. Procedure for releasing children to authorized individuals only. 100-9(1)(i)(vi) and 100-7(7)(g)									2
220. Proper clean up of body fluids. 100-9(1)(i)(vi) and 100-7(7)(h)									2
221. Signs and symptoms of child abuse and neglect, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation. 100-9(1)(i)(vi) and 100-7(7)(i)									2
222. Obtaining assistance in emergencies, as specified in the center's emergency and disaster plan. 100-9(1)(i)(vi) and 100-7(7)(j)									2
223. If the center provides infant care, new caregiver orientation training topics shall also include: Preventing shaken baby syndrome and coping with crying babies. 100-9(1)(i)(vi) and 100-7(7)(k)(i)									2
224. Preventing sudden infant death syndrome. 100-9(1)(i)(vi) and 100-7(7)(k)(ii)									2
Annual Training Documentation	S-	S-	S-	S-	S-	S-	S-	S-	Level
225. Documentation of 20 hours of annual training for the director and all caregivers, including the name of the training organization, the date, the training topic, and the total hours or minutes of training, for following topics: 100-7(8)(a) & (b)									2, 3
226. Does the training documentation include training in all of the following required topics: A review of all of the current child care licensing rules for: Supervision and Ratios. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(A)									2, 3

227. Injury Prevention. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(B)									2, 3
228. Parent Notification and Child Security. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(C)									2, 3
229. Child Health. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(D)									2, 3
230. Child Nutrition. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(E)									2, 3
231. Infection Control. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(F)									2, 3
232. Medications. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(G)									2, 3
233. Napping. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(H)									2, 3
234. Child Discipline. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(I)									2, 3
235. Activities. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(J)									2, 3
236. Transportation, if the center provides transportation. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(K)									2, 3
237. Animals, if the center permits animals. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(L)									2, 3
238. Diapering, if the center diapers children. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(M)									2, 3
239. Infant and Toddler Care, if the center cares for infants or toddlers. 100-9(1)(i)(vii) and 100-7(8)(c)(i)(N)									2, 3
240. A review of the center's written policies and procedures and emergency and disaster plans, including any updates. 100-9(1)(i)(vii) and 100-7(8)(c)(ii)									2, 3
241. Signs and symptoms of child abuse and neglect, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation. 100-9(1)(i)(vii) and 100-7(8)(c)(iii)									2, 3
242. Principles of child growth and development, including development of the brain. 100-9(1)(i)(vii) and 100-7(8)(c)(iv)									2, 3
243. Positive guidance. 100-9(1)(i)(vii) and 100-7(8)(c)(v)									2, 3
244. If the center provides infant care, do the annual training topics for the center director and all infant and toddler caregivers also include: Preventing shaken baby syndrome and coping with crying babies. 100-9(1)(i)(vii) and 100-7(8)(d)(i)									2, 3
245. Preventing sudden infant death syndrome. 100-9(1)(i)(vii) and 100-7(8)(d)(ii)									2, 3
246. Does the annual training documentation show that at least 10 hours of the required annual training was face-to-face instruction? 100-9(1)(i)(vii) and 100-7(9)									3

<u># of Staff</u>	<u># of Records to be Reviewed</u>	<u># of Complete Records for 90% Compliance (Excluding BCI records)</u>
10 or less	10	9
11-15	11	10
16-20	16	14
21+	21	19

Training Hours Required for Employees Hired Part Way Through the Provider's License Year	
When Hired	Training Hours Needed at Re-licensure
1 Month before Re-licensure	1 hour & 40 minutes
2 Months before Re-licensure	3 hours & 20 minutes
3 Months before Re-licensure	5 hours
4 Months before Re-licensure	6 hours & 40 minutes
5 Months before Re-licensure	8 hours & 20 minutes
6 Months before Re-licensure	10 hours
7 Months before Re-licensure	11 hours & 40 minutes
8 Months before Re-licensure	13 hours & 20 minutes
9 Months before Re-licensure	15 hours
10 Months before Re-licensure	16 hours & 40 minutes
11 Months before Re-licensure	18 hours & 20 minutes
12 Months before Re-licensure	20 hours